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## Wholesale Real Estate Documentation Assistant | Remote Entry-Level Role | No License or Sales Required

### Description

A property investment network is actively onboarding remote documentation assistants to help support the finalization of real estate wholesaling transactions. This is a fully virtual position, designed for those who want to gain experience in real estate while avoiding traditional barriers like licensing, cold calling, or upfront capital.

You'll be stepping into a highly structured workflow built by a nationally recognized real estate expert, featured on A&E, who has closed hundreds of off-market property deals. If you enjoy organizing digital files, checking contracts for accuracy, and seeing projects through to completion, this role allows you to contribute meaningfully to real transactions—without ever leaving your home.

### What You'll Do

Once a property is placed under contract by an acquisition specialist, your job begins. You'll help verify, organize, and prepare that contract for assignment to an investor buyer. Using a simple yet powerful digital system, you'll ensure each deal moves forward with zero paperwork errors, delays, or compliance risks.

Your daily responsibilities will include:

- Reviewing purchase contracts to confirm names, addresses, pricing, and signatures
- Flagging any incomplete fields and sending templated follow-up messages
- Organizing contracts in cloud folders with standardized naming conventions
- Creating assignment agreements using editable templates
- Sending completed contract packets to investors via email or secure links
- Updating deal tracking logs and marking key delivery milestones
- Archiving finalized transactions for audit and payout review

You'll follow a clean, checklist-driven system. No guesswork. No legal interpretation. Just repeatable, digital work.

### What You Will NOT Be Doing

- Calling or messaging sellers
- Generating leads or doing marketing
- Making investment decisions
- Selling services or following quotas

### Hiring organization

The Real Estate Insiders

### Employment Type

Full-time, Part-time, Contractor

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

- Attending closings or speaking with buyers

This is a quiet, focused, operations-based role meant for doers—not talkers.

### Training & Systems

You'll be trained using a real-world documentation system designed for scalability. The training includes:

- Contract walkthroughs with real-world examples
- File organization templates and folder hierarchies
- Editable assignment contracts ready for delivery
- Message templates to resolve contract issues quickly
- Step-by-step deal checklists and SOPs
- A complete view of the back-end of wholesale real estate

Everything you need to execute your first deal will be available on day one. Whether you're brand new to real estate or a detail-obsessed admin, this system gives you structure, clarity, and immediate earning potential.

### Skills & Tools Required

- A desktop or laptop with reliable internet
- Basic proficiency with Google Drive, Docs, and Sheets
- Ability to manage tasks independently and on deadline
- Clear written communication for internal updates
- A consistent approach to process and documentation

### Compensation

You'll be paid per contract you complete. Each wholesale transaction processed typically pays between **\$2,000 and \$10,000**, depending on deal complexity and assignment fee structure. The faster and cleaner you work, the more volume you can take on.

There's no hourly tracking and no income cap—just execution-based payouts.

### This Role Is Best For:

- Organized individuals looking for a quiet, structured remote role
- Career switchers seeking a pathway into real estate from operations
- Freelancers and VAs looking to specialize in a high-value service niche
- Entry-level workers tired of low-skill, low-pay gig work
- People who enjoy finishing tasks, organizing systems, and supporting team wins

### What You'll Walk Away With

- A replicable back-end skill you can use again and again
- Real experience supporting real estate contracts
- Tools, templates, and systems you can apply across markets
- A flexible remote work schedule tied to your output—not time
- An insider's understanding of real estate deal structure and legal delivery

### Position Type

Remote | Contract-Based | Flexible | Project-Oriented | No License Required

### Base Salary

\$ 2000 - \$ 10000

### Date posted

May 1, 2025

### Valid through

01.01.2029

To get started and access the onboarding system, see the description for next steps.



## Disclosure

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